



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WAYNE STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: Sept. 14, 2005

CLASSIFICATION: **CORPORATIONS EXAMINER**
(Will consider Auditor I applications)
1 Position – Sacramento

FINAL FILING DATE: **September 30, 2005 or UNTIL FILLED**

SALARY: \$3746-5229 per month
(If Auditor I, the salary is \$3529.00 per month.)

POSITION LOCATION: Securities Regulation Division
1515 K Street, Sacramento, CA 95814

DUTIES AND RESPONSIBILITIES: Under the general direction of the Corporations Examiner IV (Supervisor), the Corporations Examiner independently reviews investment adviser and broker-dealer license applications and makes determination as to whether applicants warrant issuance of the license; communicates directly with applicants regarding deficiencies in the applications; prepares certificates, orders, and correspondences related to these applications; assists the public with technical questions concerning investment adviser and broker-dealer licensing issues and updates critical information concerning the applicant and the application process into databases.

DESIRABLE QUALIFICATIONS.

- ◆ Knowledge of generally acceptable accounting principles.
- ◆ Knowledge of the rules and regulations administered by the Securities Regulation Division.
- ◆ Knowledge of personal computers, familiarity with Microsoft Word and Excel and other computer programs.
- ◆ Ability to work independently.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Good interpersonal skills
- ◆ Dependability and the ability to adjust to shifting priorities and meeting deadlines.
- ◆ Willingness to accept additional responsibilities.

WHO MAY APPLY – EMPLOYEES CURRENTLY AT THE CORPORATIONS EXAMINER LEVEL, THOSE WITHIN TRANSFER RANGE OR HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS AT THE CORPORATIONS EXAMINER LEVEL ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Mary Lou Pennington at (916) 323-2779 or CALNET 8-473-2779. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA# 05SRD004** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Attention: HR - Kiley Hanchen 05-SRD0011
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #05 SRD0011-JR

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.